

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on December 8, 2004.** Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. You will be notified if a presentation is required. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR “AS-NEEDED” CONSTRUCTION STAKING CONSULTANT SERVICES

PROJECT LOCATION: Various throughout Saginaw, Bay and Arenac Counties

CONTROL SECTION, JOB NUMBER: Various, see list in Scope of Services

DESCRIPTION OF WORK: As needed for surveying in the above counties on various types of projects. May also include design profiles and drawings for various areas when needed.

I. Primary Prequalification Classification:

Right-of-Way Surveys
Road Design Surveys
Structure Surveys
Hydraulic Surveys
Photogrammetric Control Surveys
Photogrammetry
Construction Staking

The anticipated start date of the service is March 1, 2005.

The anticipated completion date for the service is December 31, 2005.

DBE REQUIREMENT: 0%

II. Project Engineer Manager Designation / Description of Work

A. Louis J. Taylor, P.E.
2590 East Wilder Road
Bay City, MI 48706
Phone (989) 671-1555
Fax (989) 671-1530
Email: taylorl7@michigan.gov

B. Provide staking services as needed for road construction and bridge rehabilitation work which will include performing staking services during construction and office work to close project out (“finaling”) after construction for the surveying work performed. The surveyors shall work under the direction of the Project Engineer Manager. Surveying will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

The projects that may utilize these services include, but are not limited to:

C.S./J.N.	Location	Description
06041-79817	Various locations, CPM	Mill, resurface and joints
06111-55125	I-75, Lincoln Road to Arenac-Ogemaw County Line	Rubblize, resurface and bridge rehabilitation

06997-78534	Standish Prison Access Road	HMA road construction and bridge rehabilitation
09011-31804	M-84, Pierce Road to Delta Road	HMA construction
09032-55352	M-13, Fisher Road to Wilder Road	Mill and resurface
09033-53356	M-13, City of Pinconning	Concrete reconstruction, mill, resurface and bridge rehabilitation
09035-79819	Various locations, CPM	Concrete pavement repairs
09101-79140	US-10	Guardrail replacement
09111-60467	M-13 Connector	Concrete repairs and guardrail
56044-78495	Various locations, Bridge Rehabilitation	Rehabilitation on 46 bridges
73171-75175	I-75, M-57 to Saginaw County Line	Concrete overlay and reconstruct

III. General

- A. This Scope of Services consists of performing to the satisfaction of the Department all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.08 of the 2003 Standard Specifications for Construction, 1996 Standard Specifications, 2003 Interim Standard Specifications, and all Special Provisions, and applicable errata. On projects that contain a bridge portion and the Contractor Staking provisions have been removed, the consultant will be responsible for setting all grades, elevations, etc necessary for construction of the bridge as determined by the Project Engineer Manager.

Right of Way staking, establishing horizontal and vertical control points, and establishment of bench marks shall be performed by the Consultant prior to the contractor starting work. Consultant services will begin upon approval for consultant services from MDOT. No work is to start on this contract until approval is received.

- B. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.
- E. Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.
- F. This solicitation may result in selection of construction staking services from one firm.

IV. Services to be Performed by the Consultant

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Staking Services described herein. The Consultant shall also furnish all materials, equipment, supplies and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.
- B. The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking.
- C. The surveyors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence with may require resolution by the Engineer.
- D. The surveyors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

- E. The surveyors shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.
- F. The surveyors shall be proficient working with metric and English units.
- G. The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.
- H. The surveyors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- I. The surveyors shall attend all project related meetings, when directed by the Project Engineer Manager.
- J. The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- K. All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.
- L. The Project Engineer Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.
- M. The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials and documents furnished to the consultant by the Project Engineer Manager.
- N. The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Engineer Manager for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the Project Engineer Manager a final “as constructed” full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.
- O. Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Engineer Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time.

Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

- P. The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.
- Q. The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.
- R. If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.
- S. At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

V. Services Performed by the Department

- A. The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.
- B. The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein.
- C. The Project Engineer Manager shall furnish office space for the use of the surveyors to perform the services required herein.

VI. Consultant Payment

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

- B. Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. The hours billed for the surveyor(s) will not begin until the surveyor(s) reports to the project site, or the project office. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal